

Message Text

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PAGE 01 STATE 048446
ORIGIN EUR-12

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R 242011Z FEB 78
FM SECSTATE WASHDC
TO AMCONSUL PALERMO
AMEMBASSY BRUSSELS
INFO AMEMBASSY ROME
AMEMBASSY VIENNA

UNCLAS STATE 048446

E.O. 11652: N/A

TAGS: AFSP (GLANVILLE, ANN)

SUBJECT: TDY OF REGIONAL SECRETARY

REF: PALERMO 90

BRUSSELS FOR REGIONAL SECRETARY ANN GLANVILLE

1. BUREAU HAS BEEN INFORMED BY PER/FCA/EUR THAT THERE IS
A POSSIBILITY THAT BARILE REPLACEMENT MAY NOT ARRIVE UNTIL
SUMMER. ALTHOUGH UNABLE TO PROVIDE COVERAGE FOR ENTIRE
PERIOD OF GAP, BUREAU WILL ATTEMPT TO LEND ASSISTANCE WHEN
AVAILABLE.

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2. REGIONAL SECRETARY ANN GLANVILLE IS HEREBY ASSIGNED TO
PALERMO BEGINNING O/A MARCH 10 TO O/A APRIL 10 TO LEND
ASSISTANCE DURING GAP IN ONLY AMERICAN SECRETARY/COMMUNICA-
TOR POSITION. GLANVILLE IS AUTHORIZED TO TRAVEL VIENNA/
PALERMO/VIENNA. PLEASE CABLE TRAVEL PLANS WHEN FIRM.
CHARGE: 1980113/4201/800762/320601/2155.

3. IT IS BUREAU POLICY NOT REPEAT NOT TO REQUIRE COMMUNICATIONS TRAINING FOR REGIONAL SECRETARIES. SUGGEST POST USE SERVICES OF BACK-UP COMMUNICATOR FOR C AND R WORK

NORMALLY PERFORMED IN THIS POSITION. IF THE WORKLOAD CONSISTS MAINLY OF COMMUNICATIONS AND NOT SECRETARIAL DUTIES A REQUEST FOR A TDY COMMUNICATOR SHOULD BE SUBMITTED TO OC/EX AND TDY OF REGIONAL SECRETARY WILL BE CANCELLED.

4. WRITTEN COMMENTS ON GLANVILLE'S PERFORMANCE MUST BE RECEIVED BY APRIL 17 SO THAT OER MAY BE COMPLETELY IN A TIMELY FASHION. COMMENTS MUST INCLUDE COMPLETION OF SECTIONS III EVALUATION OF PERFORMANCE AND IV EVALUATION OF POTENTIAL OF THE OFFICER'S EFFICIENCY REPORT. VANCE

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NNN

Message Attributes

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